

Excel 2003 - Intermediate	
Overview	Students will learn further skills for using Excel 2003.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  Excel 2003: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.</li> <li>• Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.</li> <li>• Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.</li> <li>• Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.</li> <li>• Sort lists by columns and filter lists.</li> <li>• Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.</li> <li>• Work with Excel's built-in templates; and create and manage custom templates</li> </ul>

## Topics covered in the comprehensive manual

### Working with large worksheets

Viewing options  
Hiding, displaying, and outlining data  
Printing large worksheets

### Using multiple worksheets and workbooks

Using multiple worksheets  
Linking worksheets by using 3-D formulas  
Consolidating data  
Linking workbooks  
Managing workbooks

### Customizing Excel

Using the Options dialog box  
Customizing toolbars and menus

### Advanced formatting

Borders and shading  
Using special number formats  
Working with dates  
Working with styles  
Other advanced formatting

### List management

Examining lists  
Sorting and filtering lists  
Advanced filtering

### Advanced charting

Chart formatting options  
Using combination charts  
Using graphic elements

### Documenting and auditing

Auditing features  
Comments and text boxes  
Protection  
Workgroup collaboration

### Using templates

Built-in templates  
Creating and managing templates

### Appendix A: Web discussions

Creating and responding to Web discussions

### Appendix B: MOS exam objectives map

Core exam objectives  
Expert exam objectives